

Republic of the Philippines  
LEYTE NORMAL UNIVERSITY  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Leyte Normal University in the CSC website:

JUDE A. DUARTE, DPA  
University President

Date: October 28, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Board Secretary III	LNUB-BS3-1-2011	20	52,703.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Office of the University President

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 09, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JUDE A. DUARTE, DPA  
University President

Leyte Normal University, P. Paterno St. Tacloban City  
hrmo@lnu.edu.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.